

## REQUEST FOR PERSONNEL ACTION (RPA)

<b>(1) DIVISION</b>		<b>(6) EMPLOYEE ACTION</b>	
Division/Office:		Name:	
Section:		Effective Date:	
Supervisor:		Salary: \$	Range:
Phone:		HAM: <input type="checkbox"/>	Bilingual Pay: <input type="checkbox"/>
<b>(2) POSITION IDENTIFICATION</b>		<b>(7) APPOINTMENTS</b>	
Classification:		<input type="checkbox"/> List Appt <input type="checkbox"/> Reinstatement	<input type="checkbox"/> Lateral
Location: <input type="checkbox"/> Sacramento <input type="checkbox"/> El Monte		From Dept/Div:	
Other:		Current Classification	
Current/Last Incumbent:		<input type="checkbox"/> T&D Assignment (attach agreement)	# of Months: Exp Date:
<b>(3) POSITION ACTION REQUESTED</b>		<b>(8) SEPARATION</b>	
<input type="checkbox"/> Fill Vacancy	Medical <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Extend LT Appt.	New Exp Date:
<input type="checkbox"/> Reclass Position	From: To:	<input type="checkbox"/> Exempt	<input type="checkbox"/> Student Assistant
<input type="checkbox"/> Transfer from Unit:	To Unit:	<input type="checkbox"/> Retired Annuitant	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Timebase From:	To:		
<input type="checkbox"/> Change in Duties		<b>(9) TENURE/TIMEBASE</b>	
<b>(4) FUNDING SOURCE</b>		<b>(5) RECRUITMENT</b>	
<input type="checkbox"/> Budgeted Position	<input type="checkbox"/> Temp Help	<input type="checkbox"/> Permanent	
<input type="checkbox"/> Job Op Sent to Personnel		<input type="checkbox"/> Temporary for Months:	Expires:
<input type="checkbox"/> Certification Requested	Flag(s):	<input type="checkbox"/> Limited Term	Expires:
<input type="checkbox"/> Contact Letters		<input type="checkbox"/> Fulltime <input type="checkbox"/> Parttime	Fraction: /
<input type="checkbox"/> LEAP List		<input type="checkbox"/> Intermittent, approx hrs per month:	
<b>APPROVAL SIGNATURES</b>		<b>PERSONNEL OFFICE USE ONLY</b>	
Supervisor _____ Date _____		<b>Yes No</b>	
Division Chief _____ Date _____		COI <input type="checkbox"/> <input type="checkbox"/> CBID _____	
Personnel Analyst _____ Date _____		I-9 <input type="checkbox"/> <input type="checkbox"/>	
Personnel Specialist _____ Date _____		HQ <input type="checkbox"/> <input type="checkbox"/>	
<b>SEE LAST PAGE FOR INSTRUCTIONS</b>		SROA <input type="checkbox"/> <input type="checkbox"/> Cert # _____	
		Exp Date _____	
		Cleared _____	
		607 <input type="checkbox"/> <input type="checkbox"/> Number _____	
		Position Number: _____	
		New Position Number: _____	
		FY: _____ RPA #: _____	

## **RPA INSTRUCTIONS**

**A HEALTH QUESTIONNAIRE (STD 610) AND FORM I-9 IS NOT TO BE COMPLETED UNTIL AFTER A COMMITMENT TO HIRE IS MADE, BUT BEFORE THE FIRST DAY OF ACTUAL WORK TO AVOID AN ILLEGAL APPOINTMENT.**

### Vacant Position Actions

Filling vacant positions and recruiting (e.g., no one selected at time RPA is submitted) – Complete sections 1, 2, 3, 4, and 5.

Recruit RPA previously submitted – Complete sections 6, 7 and 8 on pending copy of the original RPA.

Filling position with specific person when no RPA was previously submitted – Complete sections 1, 2, 3, 4, 5, 6, 7, and 9.

### Promotional Actions

Promoting employees in their position (promo-in-place) – Complete sections 1, 2, 3, 4, 6, 7, and 9.

### Departing Actions

Employees leaving the Board (i.e., transfer, retirement, separation) – Complete sections 1, 2, 6, 7, and 8.

### Special Personnel Actions

Actions such as bilingual pay, hire-above-minimum, time base change, etc., contact your assigned Personnel Analyst prior to completing and submitting the RPA.

**Submit Original to Personnel & Retain Copy**